

1986 JUN 25, PH 2: 50

Georgia Department of Education Office of Administrative Services

Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

TO:

Arvil Enslev

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

| 76-191 | 81-109 | 81-181 |
|--------|---------|--------|
| 76-192 | 81-110 | 81-182 |
| 81-7 | 81-176 | 81-183 |
| 81-8 | 81-177 | 81-185 |
| 81-51 | 81-178 | 81-192 |
| 81-71 | 81-179A | 81-226 |
| 81-108 | 81-180A | |

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

- 76-RM-1 "Scheduling Procedures"
 82-RM-2 "Finance and Fiscal Files Supplement"
- 3. 82-RM-4 "Statewide Commons Supplement"
- 79-RM-1 "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | 1. Agency Address | FOR RECORDS MANAGEMENT USE |
|---------------------------------|---|---------------------------------------|
| Application Date | Department of Education | Application Number |
| | Office of Vocational Education | 81-185 |
| Application Number | Division of Vocational Program Managemen | Date Received Date Completed |
| | Atlanta, Georgia | |
| | | MAR 2 1981 MAR 1 7 1981 |
| 2. Person to Contact | Working Title | Telephone Number |
| Ray Greeson | Regional Director | 656-2550 |
| 3. Action Requested | <u> </u> | |
| | Schedule; record will continue to accumulate. | |
| b. Dispose of present ac | cumulation; no further accumulation anticipated. | |
| | No Check One: Change; Superce | de: 🗇 Void |
| 4. Dates of Series | 5. Records Series Title (followed by title used in office; if di | |
| Earliest Latest | 1 : | |
| 1070 | Des Constant Description 1 | Formandad Brown Billion |
| 1978 Present | | |
| 6. Division and Office Function | | |
| | tional Program Management provides directi | |
| | delivery of Vocational Education; coordina | |
| | ral government in all areas of vocational | |
| | es grant funds and approves disbursement; | |
| | m development; provides liaison and coordi | |
| , – | onal programs; recommends certification st | andards and staff development |
| activities. | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 7. Record Series Description | This file contains the following documents (include form no Attach samples of the file. | |
| | ending the Five-Year Plan for increased pe | rsonnel, facilities and |
| eq | uipment in Vocational Programs. | |
| | | |
| | m 0170) "Vocational Improvement Request"; | |
| Related | Vocational Instruction Program Grant"; Su | mmary information and |
| | correspondence. | |
| | • | |
| | | |
| * , | | |
| | | |
| | | |
| | | |
| | | |
| File is arranged: Chronol | ogically by Fiscal Year. | |
| | | |
| 8. Monthly Reference Rate | How often are records referred to which are: | · · · · · · · · · · · · · · · · · · · |
| · | | a Assentis fasse mandle ald |
| | ; Seven to twelve months old; Thirteen t | |
| twenty-five months and olde | r? | |
| 9. Annual Rate of Accumulation | n of Records | T. |
| Letter-size drawers | ; Legal-size drawers; Shelves; | Other (specify) 1 linear foot |
| | | |
| AR-50-71; Rev. 76 | (Over) | |

| X | |
|--|----------|
| If not, where is it? | |
| b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. X c. Is this a vital record? X d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X f. is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? X Is there a duplication of this series in your office, or in another office or agency? If yes, where? X i. Is this series (or a major portion of it) regularly microfilmed? X j. Does the record series result in a computer printout? | |
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| | · |
| 11. Hetention Hequirements The following requires the series to be kept: | |
| | |
| a. State Lawyears. d. Audit period5years. | ì. |
| b. Statute of limitation years. e. Administrative need 5 years. | s. , |
| c. Federal lawyears. f. Federal retention instructionsyears. | i. |
| Attach copy or excert of laws or regulations. Explain administrative need. | |
| A CONTRACTOR OF THE CONTRACTOR | |
| and the state of the | _ |
| rentant de la companya de la compan La companya de la co | |
| 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: | |
| ☐ Calendar Year; ☐ Otherthen, | |
| and the second of the second o | |
| ☐ Hold in the current files area month(s) year(s); then | |
| ☐ Transfer to local holding area; holdyear(s); then ☑ Transfer to State Records Center; hold3year(s); then | |
| | |
| ☑ Destroy. | |
| ☐ Transfer to State Archives for permanent retention. | |
| □ Transfer to State Archives for permanent retention. □ Other (Specify) | |
| ☐ Transfer to State Archives for permanent retention. | |
| □ Transfer to State Archives for permanent retention. □ Other (Specify) | |
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